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GUIDELINES

for the

BUSINESS OPPORTUNITY / FEDERAL PROCUREMENT CONFERENCE PROGRAM



MARCH 1968



U.S. DEPARTMENT OF COMMERCE / Business and Defense Services Administration

Washington, D.C. 20230

BUSINESS OPPORTUNITY/FEDERAL PROCUREMENT CONFERENCE PROGRAM

What it is. A Business Opportunity/Federal Procurement Conference is a unified effort by Federal civilian and military agencies, prime contractors, and local sponsors, to acquaint businessmen with opportunities in Federal and State purchasing and business service programs.

What it does. Experience has shown these conferences are effective in locating additional production sources and broadening the base of Federal procurement, which has now reached a rate of \$50 billion a year. They stimulate economic growth, aid small business, help prevent unemployment and promote improved relations between Federal and local governments.

How it works. Agencies send experienced purchasing representatives to a central location provided by the sponsors. This is usually a large hall or ballroom with tables and chairs for counseling. Local businessmen are invited to come for person-to-person interviews. Speeches may be scheduled at a luncheon. A conference ordinarily lasts one day.

Who sponsors. Sponsors are usually local business promotion groups, such as chambers of commerce, manufacturers' associations, State departments of commerce, and economic development agencies, often in cooperation with Members of Congress.

What sponsors do. They organize, furnish publicity, and provide conference space and facilities without cost to Government agencies. The Department of Commerce and Department of Defense work closely with them during the planning process. Sponsors determine and invite participation of private companies, prime contractors, and State or local agencies as desired.

What Federal agencies do. They provide expert personnel, simple tabletop displays, technical and procurement literature, all without cost to the sponsors. The Department of Commerce coordinates the participation of the Federal civilian agencies. The Department of Defense coordinates the military agencies.

FOREWORD

The Business Opportunity/Federal Procurement Conference Program promotes community economic development by informing local communities and business and industry leaders of Federal procurement activities which are of benefit to them, and provides Federal purchasing agencies with an opportunity to broaden their base of supply.

In 1967, the Department of Commerce, in cooperation with the Department of Defense, established a policy to expand and improve the program. Guidelines were published early in that year to advise sponsors, prospective sponsors, participants, and others who have an interest in the program of the new conference policy, purpose, requirements and methods. This revision reflects improvements resulting from the past year's experience.

Any questions concerning these Guidelines should be addressed to the Federal Civilian Agency Coordinator, U.S. Department of Commerce, Office of Marketing and Services, Business and Defense Services Administration, Washington, D.C. 20230.

C. R. Smith
Secretary of Commerce


Rodney L. Borum
Administrator
Business and Defense Services
Administration

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I. GENERAL INFORMATION

Description. A Business Opportunity/Federal Procurement Conference is a meeting in a city serving a major trade area or geographic region. During the conference, specialists representing Government procurement and business service agencies, and prime contractor purchasing personnel, convene in one location for person-to-person discussion of local business capabilities and future opportunities in Federal prime contracts, subcontracts, domestic and international commerce, new technology, and other programs of interest to businessmen. Person-to-person discussion between counselors and visitors is the principal feature.

The counselors. Counselors represent: (1) the Department of Defense, Army, Navy, Air Force, and Defense Supply Agency; (2) Federal civilian agencies such as the Atomic Energy Commission, General Services Administration, and National Aeronautics and Space Administration; (3) Federal prime contractors; (4) state and local government purchasing agencies; and (5) other Government programs and business concerns as desired by the sponsor.

The visitors. Visitors to the conference, mostly businessmen, come in response to published notices and invitations by the sponsor. They represent concerns which are interested in obtaining additional information in order to do business with Federal and other counseling agencies.

Location. The building selected for the conference should be large enough and with sufficient facilities to handle all the activities of the conference.

Timing. A conference should be timed for ease of access by businessmen. Periods during or immediately following holidays or vacation times widely observed in the area are poor. Seasons of inclement weather interfering with travel, and scheduling too close to other conferences of similar nature should be avoided.

Promotion. Advance planning and preparation must be thorough and complete. Ordinarily, not less than three months of preparation are required in order to assure that all businessmen in the area become aware of the conference and understand its purpose and method. Promotion media include radio, television, news releases, telephone contacts, and individual mailings.

Duration. A conference can be one or two days long. Maximum effectiveness and efficiency can be combined in a well planned and publicized one-day conference.

Format. Subject matter is limited to opportunities for businessmen, such as: Federal, state and local buying programs, sub-contracting, other buyer and seller information, commercial contacts between businessmen, and aids and services of the government to business. Speeches, discussion panels, and similar spectator-type presentations to the entire conference are held to a minimum. Movies and special seminars on related subjects may be presented to those interested, in separate rooms concurrently with the general counseling.

II. DEPARTMENT OF COMMERCE AND DEPARTMENT OF DEFENSE RESPONSIBILITIES

The Department of Commerce will continue overall responsibility for coordinating participation of Federal civilian agencies in the conference program. The Department of Defense coordinates participation of military agencies and its prime contractors, and maintains liaison with the Department of Commerce.

Examples of Federal civilian and military agencies are listed alphabetically below. The list is not all-inclusive and additional agencies may participate as occasion requires:

Civilian Agencies

Department of Agriculture
Atomic Energy Commission
Department of Commerce
Government Printing Office
General Services Administration
Department of the Interior
National Aeronautics and Space Administration
Post Office Department
Small Business Administration
Tennessee Valley Authority
Veterans Administration

Military Agencies

Department of Defense
Department of the Air Force
Department of the Army
(Includes Corps of Engineers)
Department of the Navy
Defense Supply Agency
Defense Contract Administration Services
Defense Documentation Center
Defense Surplus Sales Office

Business and Defense Services Administration. The Federal Civilian Agency Coordinator is organizationally located within the Business and Defense Services Administration, and has overall responsibility for Department of Commerce participation, as follows:

1. Develops and distributes to Federal civilian agencies and other interested groups, standards and procedures for holding conferences;

2. In cooperation with the sponsors, determines which Federal agencies should be requested to participate, and formally invites them through established departmental channels;

3. Consults with the Department of Defense on Congressional and conference sponsor contacts, reporting, and the development of standards and procedures;

4. Maintains Washington level liaison with Federal agencies and Congressional, State, or local sponsoring groups in conference planning, scheduling, participation, guidelines, procedures, attendance promotion, publicity, and program;

5. Determines, evaluates, and reports on the immediate results of conferences;

6. Consults with the Office of Field Services and respective Field Office Directors on the scheduling, planning, and reporting of conferences; and

7. Provides the Field Office concerned with standards, procedures, guidelines, promotional material, and publications.

Office of Field Services furnishes field support to the program through the various Field Offices and the COMMERCE BUSINESS DAILY.

The Field Office Directors, for conferences in their areas: (1) Support and assist in conferences under program guidelines of the Washington Conference Staff; (2) Act as Federal Civilian Agency Field Coordinator and Department representative; (3) Maintain field liaison with the Department of Defense field coordinator, field offices of Federal civilian agencies, and sponsors; (4) Maintain liaison with regional, state and local business groups; and (5) In the absence of Washington Office representation, coordinate civilian agency activity at a conference.

III. PARTICIPATING AGENCY RESPONSIBILITIES. Federal agencies and prime contractors participating in a conference provide the following without cost to the sponsor:

Counselors. Sufficient counselor representation to act effectively at a conference. The number of counselors is dependent upon estimated attendance. Counselors should have a broad understanding of their agency procurement policies and the opportunities that exist for businessmen in the agency program.

Displays. Simple identification display. This may range from a name card in large letters to a lightweight suitcase type display for erection on a table or on the floor behind the counseling area. Large, heavy, crated displays are not allowed. (An exception at present is the Department of Defense display, 46' long x 8' high x 5' deep, which is available for only a few conferences).

Literature. Technical and procurement literature and publications in sufficient quantity for the size of the conference.

IFB's and RFP's. Current Invitations to Bid, or Request for Proposals, in sample form, or in full bid sets for distribution at the conference.

Publicity. Advance promotion material, such as news-worthy photographs or press releases concerning the agency's participation in the conference. These should be forwarded directly to the sponsor.

Prime Contractors. Participating agencies should inform the sponsor direct concerning prime contractors which are located in the conference area, or which purchase products produced in the area in significant quantities, and which the sponsor might invite to participate as a counselor.

IV. SPONSOR RESPONSIBILITIES

Sponsors. Usually are state or local chambers of commerce, manufacturing associations, city or state development agencies, or other similar civic or business groups, often in cooperation with Members of Congress, Governors, and Mayors.

Costs. The sponsors plan, organize, finance, and promote a conference, without cost to Federal agencies. Federal and other agencies participate without cost to the sponsors.

Sponsor Coordinator. The sponsors should designate as sponsor coordinator one person to be the central contact point on conference affairs.

Space and Equipment. The sponsors are responsible for providing adequate space and usual conference facilities, such as chairs, counseling tables and table covers, microphone and loudspeaker facilities, ordinary room lighting, and usually a 16mm sound projector and screen.

Fire Prevention. A conference of this nature will generate 15 to 20 cubic feet of scrap wrapping material from the shipment of literature. The sponsor should provide sufficient receptacles to dispose of this waste without fire hazard. Ash trays should also be provided for use during the conference.

Invitations. The sponsors should invite representatives of local banks and business development groups, and the commercial development representatives of local utilities, such as telephone, electric, gas and railroad companies, as well as individual manufacturers and businessmen. These specialists serve as counselors to businessmen throughout the year, and can greatly extend the value of the conference to the community.

Other Groups. The sponsors may invite commercial (non-Federal) procurement groups to participate as counselors. These groups include large prime contractors, nearby industries, mail order houses, and state or city purchasing agencies. The Department of Commerce and Department of Defense, will invite the Federal agencies.

Program. The sponsors in consultation with Federal coordinators is responsible for preparing an adequate program, and for receptions, luncheons, dinners, and other activities planned as part of the conference. Problems will vary in different places because of local attitudes and customs and space considerations. Program elements to be considered are listed below. Only the person-to-person counseling sessions are essential. Any of the other elements may be eliminated.

V. PROGRAM ELEMENTS

Registration. Provision may be made for pre-registration as well as registration at the door of the conference.

Fees. No fees may be charged for Federal counseling. However, luncheon and dinner fees to aid in defraying the costs of meals and other conference expenses are permissible. Federal counselors are usually charged a reduced fee covering the cost of the meal only.

Name Badges. Small pin-on, stick-on, or tuck-in name badges identifying the businessmen and counselors are helpful.

Opening Remarks. Opening remarks and introductions of approximately one-half hour are usually desirable in order to inform the visitors of the method and program of the conference.

These usually consist of an opening and introductions by an official of the sponsoring organization, with brief explanatory remarks by the chief of the military delegation, the chief of the civilian delegation, and a prominent member of the prime contractor group. Any format desired by the sponsors can be adapted.

Counseling. Person-to-person counseling between the businessmen and the procurement representatives is the most important part of the conference, and maximum time should be allotted to this element.

Luncheons and dinners may be scheduled as part of the conference program. Most favored for addresses at such affairs are prominent local industrialists, Senators, Congressmen, or state or local officials who sponsor the conference; and Federal military or civilian officials.

Educational Films. There are several sound and color films available which explain the opportunities and requirements of Federal procurement. For a one-day conference these should be announced and scheduled in a separate room on an optional basis for those who wish to attend.

Seminars and Panels. Seminars on specialized subjects are available if desired by the sponsor, and panel discussions can be arranged. Like the films, these should be scheduled in a separate space on an optional basis.

VI. SPACE PLANNING. There are many ways of adapting the conference requirements to the space available. Ideally, a full scale conference with an attendance of up to 300, will require approximately 5,000 square feet of undivided floor space. In addition, there is required a suitable room for a luncheon if one is held, and a smaller room or screened area for presenting optional seminars, panel discussions, and movies.

Individual Space Requirements. Each participating agency or private concern will require one or two tables, approximately 8' x 3', arranged in line. Requirement is 20 to 25 tables depending upon the number of counselors and the amount of material furnished by each agency. It is safe to assume a requirement of 1½ tables (or approximately 12 linear feet) for each agency represented. Each agency requires 200 square feet of floor space as a minimum.

Arrangement and Groupings of Agencies. For maximum benefit to the businessmen, counselors of agencies which are similar in character should be grouped together on the conference floor.

Civilian agencies should be together, and also organizations within a major agency. The same is true for military agencies as a group, prime contractors, and state or local agencies. Deviations for special purposes, such as a welcoming booth by a sponsor, are satisfactory.

An example of good grouping and floor plan is shown at Exhibit 5 attached. Such an ideal is seldom achieved, however. Counseling sessions can be held in a series of rooms and hallways if necessary. The Federal Civilian Agency Coordinator and local field coordinators are available to aid the sponsor in solving space requirement problems.

VII. PRELIMINARY DOCUMENTS

Fact Sheet. After consultation with the sponsor, either by telephone or in person, the Washington Office will prepare a "Fact Sheet" for the conference. (See Exhibit 1 attached). Minimum information required from a sponsor for preparation of a fact sheet is:

1. Name of conference. (Conference names may be varied to suit the sponsor and the community, Examples: Industrial Procurement, Science and Industry, Government-Industry. A typical name could be "The Southern _____ Area Business Opportunity/Federal Procurement Conference").

2. Date of conference.

3. Exact location, including street and mailing address, with zip code, and telephone number.

4. Statement of sponsorship. This can be in many forms. Example: "_____ Area Chamber of Commerce and State of _____ Economic Development Department, in cooperation with the Chambers of Commerce of _____ and _____."

5. Statement of program, including luncheon and dinner fees, if any. A conference usually begins about 8:00 to 9:30 a.m. with registration and possibly a short program, followed immediately by counseling until 4:00 or 5:00 p.m., with approximately an hour's break for lunch.

6. Number of visitors expected.

7. Shipping instructions for literature and displays. Arrangements should be made for shipment direct to the site of the conference, and for holding the parcels at the site until the conference date.

8. Set-up and take-down time. A certain amount of time is required for setting up the counseling area, and for counselors to unpack and arrange their displays and literature. For this reason, it is best to have use of the conference area beginning on the afternoon or evening preceding the conference. A shorter time is required to take down and move out at the close of a conference.

9. Name, title, address, and telephone number of the sponsor coordinator.

10. Data on convenient hotel accommodations and rates. Special Government rates are usually available for Federal counselors.

COMMERCE BUSINESS DAILY Notice. The Washington Office will prepare and forward a notice on the conference for publication in the COMMERCE BUSINESS DAILY. (Exhibit 2 attached).

Publication List. The Washington Office will prepare a publications list (Exhibit 3 attached) and will order the publications listed to be shipped to the conference site for use of the Department of Commerce during the conference.

Space Requirements. A space requirements summary (Exhibit 4 attached) for Federal civilian agencies will be prepared by the Washington Office.

Participation List. As soon as the names of counselors designated by the civilian agencies are received, the Washington Office will prepare a participation list (Exhibit 6 attached).

VIII. FOLLOW-UP. In order to gauge the value of each conference and the program as a whole, as well as to determine requirements for changes, expansions, or special services, a system of reporting is established (as follows:)

Immediate Results. For information, the civilian agencies will be furnished report forms the day of the conference (Exhibit 7 attached) which should be completed and handed to the Federal Civilian Agency Coordinator at the close of the conference. The following information is desired from each agency:

1. Number and dollar value of current Invitations for Bid and Requests for Proposals brought to the conference.

2. Estimated number of booth visitors.

3. Number of booth visitors actually counseled.

4. Number of possible new procurement sources developed at the conference.

5. Number of new business service contacts developed at the conference. (This item is in recognition that some agencies, such as the Department of Commerce Field Offices and the Small Business Administration, do not perform significant purchasing per se, but have programs of aiding businessmen in making contacts with the predominantly purchasing agencies. Other agencies, such as the General Services Administration, have regular policies of aiding businessmen with services not connected with their own purchasing. New contacts along these lines should be reported here).

6. Names and titles of agency counselors participating.

7. Comments or suggestions concerning the effectiveness of the conference, methods of improvement, or special areas of interest found.

Public Relations. In order to facilitate an appraisal of the value of a conference, sponsors and agency officials at the site should cooperate to forward copies of newspaper clippings and letters of appreciation for the conference to the Washington Office.

Final Results. Any known instance of positive results of a conference, such as a businessman obtaining a contract or otherwise benefiting directly because of a conference, should also be reported.

IX. DISTRIBUTION OF DOCUMENTS

Fact Sheet:

12 copies to sponsor for possible use with prime contractors and others
 3 copies to each agency invited, with invitation letter
 2 copies to the Department of Defense
 2 copies to the Department of the Army
 2 copies to the Department of the Navy
 2 copies to the Department of the Air Force
 2 copies to the Defense Supply Agency

- 6 copies to the appropriate Department of Commerce
Field Office Director
- 1 copy to the Department of Defense Field Coordinator
- 1 copy to the Office of Field Services
- Other internal distribution as desirable

Space Requirements Summary, Participation List, and COMMERCE
BUSINESS DAILY Notice:

- 1 copy to Sponsor Coordinator
- 1 copy to the appropriate Department of Commerce Field
Office Director
- 1 copy to the Department of Defense Washington Coordinator
- 1 copy to the Department of Defense Field Coordinator
- 1 copy to Department of Defense Headquarters, Washington, D.C.
- 1 copy of the participation list will also be furnished to
each named participant on the list

Publications List:

- 1 copy to Commerce Field Office Director
- 1 copy to Sponsor Coordinator

Conference Report:

- 1 copy to Commerce Field Office Director
- 1 copy to Sponsor Coordinator
- 2 copies to the Department of Defense Coordinator

Fiscal Year Report:

All participating agencies and other interested groups



U.S. DEPARTMENT OF COMMERCE
BUSINESS AND DEFENSE SERVICES ADMINISTRATION
WASHINGTON, D.C. 20230

FACT SHEET FOR THE INDIANA SCIENCE AND INDUSTRY
PROCUREMENT CONFERENCE, INDIANAPOLIS, INDIANA,
April 27, 1967

Sponsors. Indiana Manufacturers Association in cooperation with the State of Indiana, the Indiana Congressional delegation, and state and local business organizations.

Place. Claypool Hotel, 14 North Illinois Street, Indianapolis, Indiana 46204. Telephone: Area Code 317/635-8471.

Registration and Program. Registration 8:30 to 9:00 a.m. Program and counseling 9:00 a.m. to 5:00 p.m. Luncheon 12:00 to 1:00 p.m. Registration fee is \$6. Counselors will be charged \$3.25 covering cost of luncheon only.

Attendance Estimate. 500

Shipping Instructions. Shipments of displays and publications should be addressed as follows:

(Name of your Agency)
Indiana Science and Industry Procurement Conference
(April 27, 1967)
Claypool Hotel
14 North Illinois Street
Indianapolis, Indiana 46204

Small Shipments. Shipments of suitcase size displays and publications in containers will be received and stored by the Claypool Hotel as early as a week in advance of the conference.

Set-up and Take-down. Set-up may begin at 1:00 p.m., April 26. Take-down will begin at 5:00 p.m., April 27, and should be completed that evening.

Sponsor Coordinator. Crawford F. Parker, Administrative Vice President, Indiana Manufacturers Association, 120 East Market Street, Indianapolis, Indiana 46204. Telephone: Area Code 317/632-2474.

Department of Defense Washington Coordinator. Mr. C. F. Cinquegrana, Economic Utilization Advisor, Defense Supply Agency, Cameron Station, Alexandria, Virginia 22314.

Department of Defense Field Coordinator. Mr. William L. Bayt, Finance Center, U.S. Army, Building 1, Fort Benjamin Harrison, Indiana 46249.

Department of Commerce Washington Coordinator. Mr. Howard Q. Clark, U.S. Department of Commerce, OMS/BDSA, Room 4822, Main Commerce Building, Washington, D.C. 20230. Telephone: Area Code 202/967-4352 or 967-2764. (Inter-agency Code: 189, same extensions).

Department of Commerce Field Coordinator. Anthony J. Buchar, Director, U.S. Department of Commerce Field Office, 219 South Dearborn Street, Chicago, Illinois 60604. Telephone: Area Code 312/828-4400.

Publicity and Promotion. The sponsor will appreciate advance newsworthy photographs and written material such as press releases concerning your participation in the conference. Please send such material directly to Crawford Parker at the address given above.

Hotel Reservations. Special Government rates of \$7 single and \$11 double are available at the Claypool Hotel, 14 North Illinois Street, Indianapolis, Indiana 46204. Telephone: Area Code 317/635-8471. Reservations should be made direct with the hotel as soon as possible and the hotel should be advised that your representatives qualify for Government rates.

Early Reply Requested. Please inform me as soon as possible by telephone and confirming memorandum giving name, title, organization, and address of personnel you assign as counselors.

(Name and Date)
Federal Civilian Agency Coordinator



U.S. DEPARTMENT OF COMMERCE
BUSINESS AND DEFENSE SERVICES ADMINISTRATION
WASHINGTON, D.C. 20230

COMMERCE BUSINESS DAILY Notice

NOTICE

**Fourth Annual Kentucky Science and
Industry Procurement Conference,
Louisville, Kentucky, October 19, 1967
Meeting 9 A.M. to 4 P.M.**

The Kentucky Department of Commerce, the Kentucky Chamber of Commerce, and the Associated Industries of Kentucky, in cooperation with the Louisville Chamber of Commerce, are presenting the Fourth Annual Kentucky Science and Industry Procurement Conference, October 19, 1967, at the Executive Inn Motel in Louisville, Ky. **The conference purpose is to help industrial and scientific organizations develop capabilities in the fields of Federal prime contracts, subcontracts, domestic and international commerce and new technology.**

The Department of Defense and Department of Commerce have organized participation by the Army, Navy, Air Force, Defense Supply Agency, Atomic Energy Commission, Department of Transportation, General Services Administration, National Aeronautics and Space Administration, Post Office Department, and the Small Business Administration. Purchasing specialists from these Federal agencies and large prime Defense contractors will be present to counsel businessmen on how to do business with the Government and prime contractors. They will have them current Invitations to Bid and Requests for Proposals on millions of dollars of items which the Government needs.

For further information, contact Mr. James A. Beazley, Director, Industry Services Division, Kentucky Department of Commerce, Frankfort, Kentucky.

Reprint from the **Commerce Business Daily** issue dated Tuesday, September 12, 1967, PSA No. 4393.



U.S. DEPARTMENT OF COMMERCE
BUSINESS AND DEFENSE SERVICES ADMINISTRATION
WASHINGTON, D.C. 20230

PUBLICATIONS PROVIDED BY THE DEPARTMENT OF COMMERCE
FOR COUNSELING AT THE SEVENTH ANNUAL PROCUREMENT DAY
Los Angeles, California, December 1, 1967

<u>Quantity</u>	<u>Title</u>
100	BDSA -- What it is and What it Does
50	U.S. Department of Commerce Promotes Economic Growth
150	Major Programs Providing Federal Funds for Employment and Training
150	COMMERCE BUSINESS DAILY
100	BDSA Publications
100	BDSA Industrial Outlook 1968 (flyer)
150	Commerce Field Offices Help Business
100	BDSA -- Marketing Information Guide
100	Business Service Checklist
100	The Defense Materials System and Priorities
100	Questions & Answers -- The Defense Materials System Priorities
100	1963 Census of Manufacturers (flyer)
100	BDSA Aids to Modernization -- A Guide to Government Services
50	Doing Business with NATO -- How U.S. Companies Can Participate
50	Businessmen Speak Out for Modernization
50	Private Enterprise and the United Nations Development Program
25	Science and Technology for Mankind's Progress
100	BDSA Order Form -- A Market Measuring Kit
50	How to Sell to the U.S. Department of Commerce
100	Commerce Periodicals to Aid Businessmen
100	Order Form -- Pocket Data Book, U.S.A., 1967
100	P.L. 36 -- Government Periodicals and Subscription Services
50	GPO -- How to do Business with the Government Printing Office
	 <u>Bureau of International Commerce (BIC)</u>
100	The Piggyback Program
100	BIC Checklist
50	International Commerce
100	What You Should Know About Exporting
100	Export Profits

	<u>National Bureau of Standards (NBS)</u>
50	How to Submit Ideas and Inventions to the U.S. Government
25	State Inventions Exposition
100	Fast Announcement Service Information Request
100	Clearinghouse for Technical and Scientific Information
100	Government R&D Reports Can Help Your Company
100	Clearinghouse Order Form CH-21-1/68
	<u>Patent Office</u>
100	Publications Obtainable from the Patent Office (and GPO)
100	Answers to Questions Frequently Asked About Patents

(Name and Date)
Federal Civilian Agency Coordinator
Office of Marketing and Services



U.S. DEPARTMENT OF COMMERCE
BUSINESS AND DEFENSE SERVICES ADMINISTRATION
WASHINGTON, D.C. 20230

SPACE ASSIGNMENT REQUIREMENTS OF FEDERAL CIVILIAN AGENCY
CONSULTATION AREAS AT THE CENTRAL NEW YORK BUSINESS
OPPORTUNITY CONFERENCE, JUNE 19, 1967

The following request for space is in terms of linear front footage based upon the use of 8' x 30" or 36" tables. If 6' tables are used, the requirement may be reduced accordingly. The request is based upon experience as to the number of counselors assigned and minimum space required for table-top displays and publications.

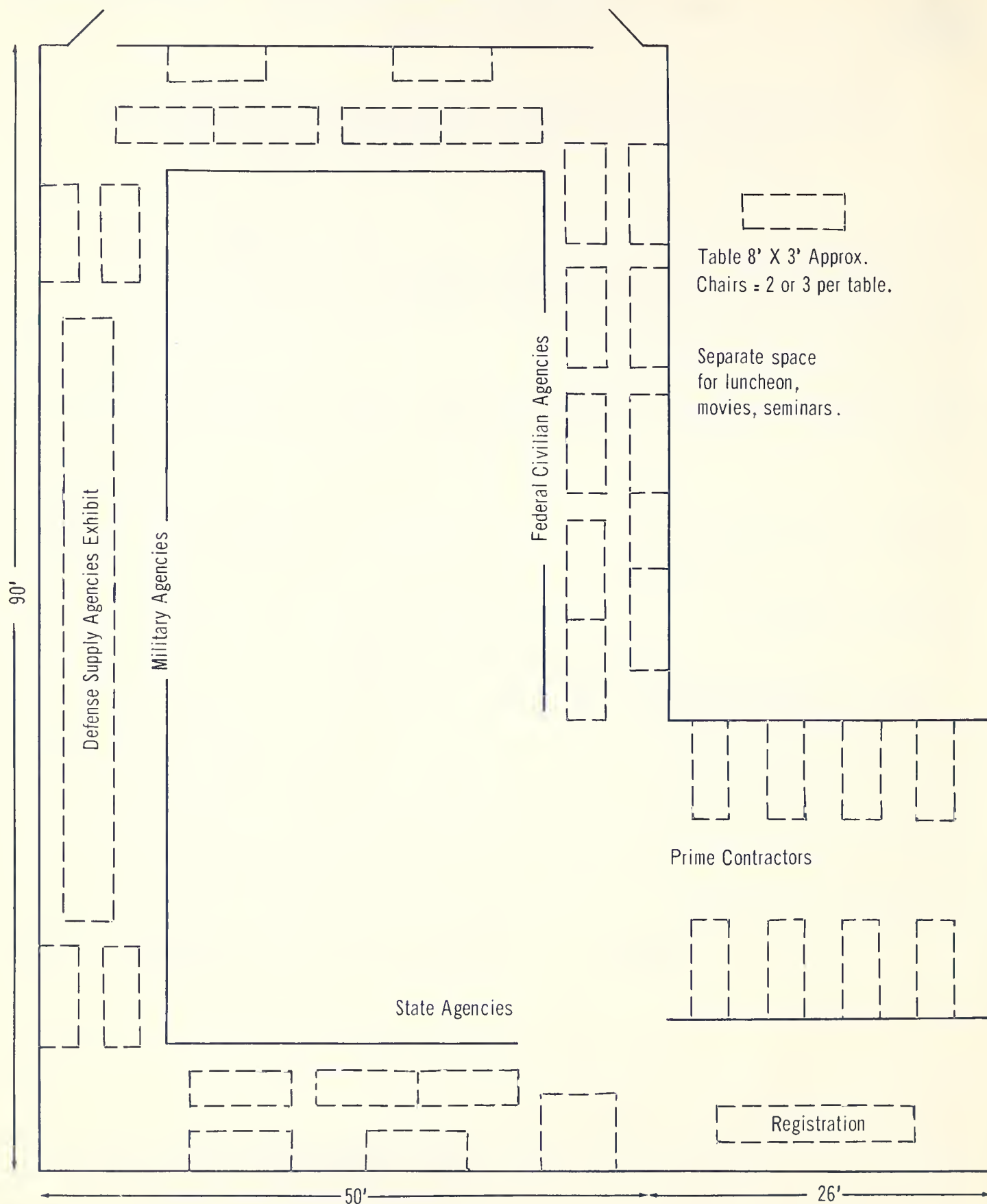
The Federal civilian agencies should be in a group. Preferred arrangement is a row of tables against a wall, in front of which are chairs and a row of counseling tables.

<u>Federal Civilian Agency</u>	<u>Front Feet for Counseling Area</u>
Atomic Energy Commission	8 linear feet (1 table)
General Services Administration	16 linear feet (2 tables)
National Aeronautics and Space Administration	16 linear feet (2 tables)
Post Office Department	8 linear feet (1 table)
Veterans Administration	8 linear feet (1 table)
Small Business Administration	8 linear feet (1 table)
Department of Commerce	<u>16</u> linear feet (2 tables)
TOTAL	80 linear feet (10 tables)

(Name and Date)
Federal Civilian Agency
Coordinator

TYPICAL SPACE PLAN
FOR A
BUSINESS OPPORTUNITY / FEDERAL PROCUREMENT CONFERENCE

EXHIBIT 5





U.S. DEPARTMENT OF COMMERCE
BUSINESS AND DEFENSE SERVICES ADMINISTRATION
WASHINGTON, D.C. 20230

Federal Civilian Agency Representatives and Areas of Interest
Magic Plains Business Opportunity/Federal Procurement Conference
Borger, Texas, December 7, 1967

DEPARTMENT OF AGRICULTURE

Farmers Home Administration, Temple, Texas
Lester J. Cappleman, State Director

ATOMIC ENERGY COMMISSION

AEC Area Office, Amarillo, Texas
Mason & Hanger -- Silas Mason Company
P. M. Ramey, Procurement Specialist
Don House, Procurement Specialist
Sandia Corporation, Albuquerque, New Mexico
J. W. Hughes, Chief, Purchasing Division

GENERAL SERVICES ADMINISTRATION, Fort Worth, Texas

Robert T. Davis, Regional Director of Business Affairs

DEPARTMENT OF COMMERCE

Business and Defense Services Administration
Howard Q. Clark, Federal Civilian Agency Coordinator
Dallas Field Office
Harry C. Meyers, Director

DEPARTMENT OF THE INTERIOR

Bureau of Mines, Amarillo, Texas
Alton L. Metheny, Chief,
Property Management, Helium Activity
National Park Service, Santa Fe, New Mexico
Reid Malin, Assistant Chief, Property Management and
General Services
Bureau of Reclamation, Amarillo, Texas
M. B. Voth, General Supply Officer, Region 5

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

Manned Spacecraft Center, Houston, Texas
M. T. Christman, Small Business Specialist

SMALL BUSINESS ADMINISTRATION

Lubbock Regional Office
Jack G. Young, Supervisory Loan Specialist
Melton T. Klein, Management Assistance Officer

NOTE: This list does not include Department of Defense agencies,
the sponsor, or private organizations



U.S. DEPARTMENT OF COMMERCE
BUSINESS AND DEFENSE SERVICES ADMINISTRATION
WASHINGTON, D.C. 20230

BUSINESS OPPORTUNITY/FEDERAL PROCUREMENT CONFERENCE
FEDERAL CIVILIAN AGENCY REPORT

Name, Place and
Date of Conference _____

Name and Location of
Agency Reporting _____

Invitations for Bid and Requests for Proposals on Hand

Number: _____ Dollar Value: \$ _____

Estimated number of booth visitors
Number of booth visitors counseled
Number of possible new procurement sources ...
Number of new business service contacts
(for service-type agencies, such as Commerce
and SBA, and others which have programs of
service to business in addition to their
own procurement programs)

Name and Title of Counselors Participating:

1. _____
2. _____
3. _____
4. _____
5. _____

Areas of major interest -- Other Comments: _____

Name _____

Address _____

NOTE: Please submit this report to the Federal Civilian Agency
Coordinator at the close of the conference.

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